



November 30, 2021

Marcus Fuller, City Manager
City of Rialto
150 S. Palm Avenue
Rialto, CA 92376

Subject: Request for Contract Amendment– American Rescue Plan (ARP) funds
program administration

Dear Mr. Fuller:

It is with great pleasure that I provide you this proposal to provide program administration of the American Rescue Plan (ARP) funds and assist with the implementation of the service programs such as Rental/mortgage/Utility Assistance program, the Small Business Grant Program, the Burial Assistance and Child Care Assistance Program. Avant-Garde has built a strong reputation for providing innovative and successful solutions for a number of public agencies including but not limited to your City, South Gate, METRO and the Cities of Temple City, Pasadena, Industry, Pico Rivera, Montebello, La Puente, Lynwood, Moreno Valley, Norwalk, Perris, Cudahy, Alhambra, Moreno Valley, Rosemead, San Gabriel, El Monte, Bellflower, South El Monte, Ventura, Palm Springs, Burbank, Manhattan Beach, Monterey Park and La Mirada.

Our years of practice have resulted in a solid foundation of experience and technical expertise and a dedication to integrity, excellence, and quality. We are proud of our strong reputation in meeting aggressive schedules and our ability to multi-task to provide our clients specialized attention and service.

Avant-Garde was incorporated in September 2002 and our corporate office from which services will be provided is located at 3670 W. Temple Avenue, Suite 278, Pomona, CA 91768. Avant-Garde is a 100% woman-owned California Corporation. Furthermore, Avant-Garde is a certified minority business enterprise, women business enterprise, disadvantaged business enterprise and small business enterprise. (MBE, WBE, DBE, SBE).

Scope of Work

The City of Rialto has been allocated an estimated \$30 million from the American Rescue Plan funds. The city would like to engage the services of Avant-Garde to assist with the administration of the social services programs and other services as needed in relation to ARPA. We are requesting an amendment to our existing contract to include the following scope of work and fee noted below.



Our scope of work will include:

1. Develop policies and procedures for social services programs funded by ARPA
2. Coordination on ARPA funded CIP programs; provide guidance and support and review of expenditures
3. Coordination with the city's finance department to provide information needed for ARPA quarterly and annual reporting. Prepare the expenditure plan to be submitted to the Department of Treasury.
4. Administer service programs such as Rental/mortgage/Utility Assistance program (approx. 283 applicants), the Small Business Grant Program (approx. 60 businesses), the Burial Assistance (approx. 40 applicants) and Child Care Assistance Program (approx. 100 applicants). Scope of work includes development of program agreements and applications, eligibility review, coordination with interested/qualified applicants, coordination with finance for issuance of payments.
5. As needed outreach support services for social services programs
6. Other services as directed by the city management team for ARPA

Our team will work alongside current staff to ensure that the program objectives are met.

Schedule & Compensation

Avant-Garde is committed to working with the City on an as-needed basis. Our fee will be billed on a time and material basis at the following hourly rates for a not-to-exceed fee of \$575,000:

Program Director.....	\$130
Program Manager.....	\$110
Program Assistant.....	\$85

AVANT-GARDE is committed to excellence and stands behind our reputation to provide only the highest level of products and services in an effort to enhance the quality of life for the communities we serve. Whether working on a specific project or a long-term program, our clients will always receive our blend of expertise to ensure every one of their goals are met.



If you have any questions, or if I can be of further assistance, please feel free to contact me at 909-979-6587 or 323-371-5530.

Sincerely,

Lisette Montoya

Lisette Montoya
Vice President

Acceptance of Proposal:

City of Rialto